

LETTER OF INSTRUCTION FOR GUARDIANS AND ESCORTS

I _____, parent of _____, have made the following arrangements for the care of my dependent family members in the event I am not available to provide the proper care due to absence for military service or emergency which would require me to be away from them for an extended period of time:

1. _____ (temporary guardian) has been given legal authority to care for my child (ren) until the designated OCONUS escort can transport the child (ren) or the long-term guardian can arrive to care for them in this location or can arrive to transport them to the guardian's residence where they will remain until my return.

2. I have established a special account in: _____

(name and location of financial institution)

or made other appropriate arrangements to cover the expenses of the guardian:

(name, address and phone number of the person)

who has access to that account and will ensure that funds are available.

3. Should it be necessary to contact any of the persons involved in the transportation, support or care for my child (ren), the following information is provided:

Designated local, short-term child care provider or child development center:

Designated long-term guardian: _____

4. Child (ren)'s name (s): _____

is (are) cared for by the local child-care provider listed above during the week between the hours of (time) _____ and (time) _____

5. Funds required to provide financial support for my dependent family member (s) will be provided by allotment to be initiated immediately upon my departure, or by financial arrangements outlined below or in the attached documents: _____

6. Special documents pertaining to my child (ren) such as ID cards, medical records, school records, passports, as well as special instructions on medical prescriptions, allergies or other pertinent information will accompany my child (ren), if they are not already in the possession of the guardian.

7. Those persons acting in my behalf for care of my child (ren), and who have sufficient legal authority, copies of certificates of acceptance, and either ID cards or applications for the same, should apply to the commander of the nearest military installation for an agent's letter allowing them to access military facilities and services in behalf of my child (ren)

8. If, for any reason, the persons designated as escorts or guardians are unable to exercise their responsibilities after my departure, please ensure that a Red Cross message is immediately transmitted to my unit commander, so that the situation can be rectified as soon as possible. Additional assistance may be obtained from my unit rear detachment commander or the Family Assistance Center, which services my unit. Those addresses are listed below:

Rear Detachment Commander: _____

Family Assistance Center: _____

(Complete installation address, phone number, etc.)

Service Member's Name: _____

Rank/Branch/MOS: _____

SSN: _____

Unit: _____

Date: _____

Army Community Service